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ER-6-4372

CONFIDENTIAL

23 December 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request for Retention of [redacted] Positions in LO 25X9

REFERENCE : DD/A memo dated 21 July 1954 - Personnel Ceiling for the Logistics Office

25X9

1. Subject memorandum listed [redacted] positions, the justification for which appeared questionable to the DD/A based on review of the Management Survey of the Logistics Office of June 1954. It was understood that continuation of these positions beyond 1 January 1955 would require further, adequate justification. Most of the positions in this category were staff type positions and the question of the amount of manpower devoted to the writing of regulations was paramount. Therefore, a careful review has been made of the work load pertaining to these positions, and particular attention has been given to the Logistics Office regulatory program from the standpoint of manpower and work assignments essential to the success of this program.

2. A total of 70 logtistics issuances have been published. An additional 91 issuances are scheduled for publication; of this number 25 are being formally coordinated, 27 have been written and are in the various stages of working level collaboration, and 44 have yet to be written. Detailed information on these regulations is contained in the outline dated 5 October 1954 and forwarded to your Office.

3. While gratifying progress has been made, it is apparent that we are only half-way through the writing and publishing of regulations. It is difficult, of course, to estimate how much work will be required by any given regulation because of the extensive time consumed in "coordination." However, we have gained enough experience (the program begun in February 1953) to estimate, with some assurance, that at the current rate of progress with manpower now available, it will take an additional two years to complete the basic logistics and travel issuances.

4. The Transportation Division, for example, has made important progress in the publication of the Government-Owned Motor Vehicles issuances. However, the equally important Table of Vehicular Allowances, now being coordinated, will require extensive revision. Regulations covering Transportation of Government-Owned Property also require extensive revision and refinement, as does the issuance on Shipment of Household Goods and Personal Effects. Work has just begun on Motor Vehicle Replacement Standards. Better than 75 per cent of the task of publishing travel regulations lies ahead. This Division is now devoting

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approximately three man-years (non-clerical) to the regulations program. While the principal responsibility is placed on the Planning and Control Staff, other technical specialists, as in the case of Cargo Branch employees, necessarily are called upon to make a major contribution in the development of policies and procedures to be incorporated in regulations.

5. As the additional detailed information under Tab "A" will indicate, it is definitely felt that any reduction in the number of chauffeurs would be contrary to Agency interests.

6. Of the 51 issuances scheduled to be written by the Supply Division, 26 have been published. Among the unpublished regulations are basic issuances just as important, if not more so than some already issued; for instance, the Basic Field Supply Procedures Handbook, the Detached Station Field Supply Procedures Handbook, and Requirements Forecasts Regulations and Handbooks.

7. The man-hours spent on regulations in the Supply Division total about three man-years. This represents but one phase, however, of the essential work carried out by the Control Staff as discussed under Tab "B". 25X9

8. There are [redacted] positions in the Space, Maintenance and Facilities Branch, Real Estate and Construction Division, aside from the Telephone Section. All of these positions are filled by well-qualified employees carrying out essential functions. None of these positions can be eliminated without the curtailment of essential services. From the Division standpoint as a whole, the work load has remained virtually the same with one notable exception, that is the beginning of what will in the near future be a sizeable increase in work brought about by the planning required by the new CIA building. The major problem, therefore, is one of increasing the strength of the Real Estate and Construction Division rather than reducing the staff capabilities at this time. For additional information, please refer to Tab "C".

9. Actual experience during the past six months has substantiated the need for the junior administrative position requested in July to assist the two "O&M Examiners" that were previously authorized. Over all staff supervision and coordination of logistics regulations represents one full-time job. A 50 per cent increase in employee suggestions under the Incentive Awards program, resulting from the consolidation of General Services and Logistics, doubled the work load so that fully half of one person's time is required on this function alone. Administrative office services and other typical management functions - reports control, internal LD instructions and notices, maintenance of functional operating manual, and T/O control and assistance to operating officials in the streamlining and reduction of paper work - require the time of one and one-half persons. The position in question, therefore, is essential to the performance of these functions.

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10. As stated heretofore, review has been made of the work performed in each of the [redacted] positions in question. Consideration has also been given to the possible reassignment of functions and adjustments in the work program which would make feasible the elimination of one or more of these positions. The ratio of work load to man-hours has been the subject of exhaustive analysis by management specialists over a period of two years. More recently, a searching, critical review has been made by representatives of the Inspector General. This survey is not known to have produced any reactions that LO components are overstaffed. On the contrary, questions have arisen relative to apparent inadequate staffing. The recommendation of this Office that no reduction be made in the present personnel ceiling is fully consistent with the known conclusions of the several surveys mentioned. Generally speaking, in fact, the civilian personnel ceiling required to adequately fulfill Logistics Office responsibilities is below minimum strength in several areas. Recommendations indicating the need for increases are being prepared for separate submission.

25X9

Signed

JAMES A. GARRISON
Chief of Logistics

3 Enclosures:
1 - Tab "A", Trans. Div.
2 - Tab "B", Supply Div.
3 - Tab "C", Real Estate & Const. Div.

LO/AS/RCB:mel (21 Dec.54)

Distribution:
Orig - Addressee
1 - LO Official file, w/e
1 - LO/TD, w/o/e "A"
1 - LO/SD, wo/e "B"
1 - LO/RE, w/e "C"
1 - Signer, w/e
1 - LO/AS/MAB, w/e
Added - 28 Jan'55:
Orig - DD/A w/o attachments

25X9

RETENTION OF [redacted] POSITIONS APPROVED until 30 June 1955

/s/
L. K. WHITE
Deputy Director
(Administration)

27 January 1955
Date

If they cannot be abolished by 30 June 1955 justification for retention must reach this office not later than 15 June 55.

O-C/LO
1 - AD/P
1 - Comps
1 - Mgmt Staff
1 - DD/P Staff
1 - " Subject [redacted]

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